

# POSITION ADJUSTMENT REQUEST

C.20

NO. **25872**  
DATE 1/18/2022Department Office of the County Counsel

Department No./

Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: ADOPT Position Adjustment Resolution No. \_\_\_\_\_ to ADD one (1) full-time Deputy County Counsel - Advanced Exempt (2ET3) (unrepresented) position at salary level B8B 2297 (\$14,451.40-\$17,178.18) in the Office of the County Counsel.

Proposed Effective Date: 1/19/2022Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐Total One-Time Costs (non-salary) associated with request: \$1,000.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$309,386.00Net County Cost \$0.00Total this FY \$154,693.00N.C.C. this FY \$0.00SOURCE OF FUNDING TO OFFSET ADJUSTMENT Position funded by Health Service Department.

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Mary Ann Mason

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

1/6/22

Deputy County Administrator

Date

## HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/7/2022

Add one (1) full-time Deputy County Counsel - Exempt Advanced Level (2ET3) (Unrepresented) position at salary level; B8B 2297 (\$14,451.40-\$17,178.18) in the Office of the County Counsel.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ **Day following Board Action.**☐ \_\_\_\_\_ (Date)

Amanda Monson

1/7/2022

(for) Director of Human Resources

Date

## COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- ☐ Approve Recommendation of Director of Human Resources  
☐ Disapprove Recommendation of Director of Human Resources  
☐ Other: \_\_\_\_\_

(for) County Administrator

## BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☒ ~~DISAPPROVED~~ ☐Monica Nino, Clerk of the Board of Supervisors  
and County AdministratorDATE 01-18-2022BY 

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION  
Adjust class(es) / position(s) as follows: